



WHITEFIELD ACADEMY

2023-2024 EXTENDED CARE APPLICATION AND POLICIES (Preschool - 5th Grade)

The Extended Care Program at Whitefield Academy is a service offered to Whitefield Academy families to provide care for their children after the school day ends. Enrollment is not required for Whitefield Academy students unless care is needed.

If you are interested in enrolling your student(s) in the program, please review the program information and complete the attached application. An enrollment fee of \$20.00 is required for each student yearly; with the maximum family cost of \$60.00. This is not refundable.

Pricing:

Morning Care 1-2 days	\$5 per day per child
Morning Care 3-5 days	\$15 per week per child
After School 1-3 days	\$20.00 per day per child
After School 4 or 5 days	\$70.00 a week per child

We offer a discount of \$10.00 for families with 2 children attending the Extended Care Program full-time. Each additional child after the second is \$20.00 per week. *No discount for morning care.*

Morning Care:

Morning Care begins at 7:15. Your child may bring breakfast, but the school does not provide breakfast. Children will have free play until classrooms open at 7:45. If your child arrives before 7:45, they will be signed into Morning Care, and you will be billed for the service. To attend Morning Care, an application must be on file.

Hours of Operation:

Extended Care begins at 3:00 p.m. and ends at 5:45. If your child is involved in any after-school activities and then reports to Extended Care, they must do so immediately following the dismissal of the activity. Please communicate with the Extended Care Coordinator when your child is participating in an after-school activity. The child must go to the preschool office to check in with the Extended Care Coordinator before going to class. East Campus bus riders must go immediately to their assigned area when getting off the bus.

Late Penalty:

A late penalty of \$1.00 per minute per student will be assessed to anyone who is picked up after 5:45 p.m. A student will be dismissed from the program if this occurs on a regular basis.

Pick Up Procedures:

Extended Care- Preschool – 5th grade

Only adults listed on the application or the FACTS program will be allowed to pick up. If you need someone else to pick up your student, please call the office or e-mail the Extended Care Coordinator. We will ask for the identification of anyone picking up any child, at any time.

If for any reason, we feel that the adult coming to pick up a student is unable to provide proper care for the student, we will contact someone else that is on the contact list. If no one else is able to pick up the student, we will call law enforcement.



All students must be signed out on their grade level clipboard with the teacher each day. Office personnel will assist you if your child is not in the classroom, but in another area of the campus.

Billing:

The student sign-out sheet is used to verify student attendance and to ensure each family is billed properly. Payments are due weekly unless you set up an alternative payment schedule with the Extended Care Coordinator. Payments can be made in the online Family Portal, or in the office by cash or check. ACH payments made online are of no charge to the school or the family. Reminders of payment due will be sent by email. Accounts that are more than 30 days behind may result in temporary suspension from the program (students unable to attend) until payment is caught up.

We are more than happy to give you a statement on your account for flexible spending accounts. Please allow 2-3 business days to complete these.

Discipline:

Students are to follow the same guidelines for discipline that they follow in the school day at Whitefield Academy. All of the behavior/discipline regulations found in the Parent/Student Handbook are applicable including suspension or expulsion from the Extended Care Program. If a student does not adhere to the guidelines established, the incident will be handled by the Extended Care Coordinator. If the issue is severe, then the grade level principal will assist in handling the issue.

Early Dismissal/ School Delays:

If for any reason Whitefield Academy is on a delayed schedule, there will be no morning care on that day. If school closes early for bad weather, the Extended Care Program will close, and parents will be notified.

Please prepare ahead of time and be prepared for school closings. If Whitefield Academy is closed, the Extended Care Program is also closed.

Contact Numbers for both Extended Care Programs:

Fegenbush Campus- 502-239-3359

East Campus- 502-254-9593



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2023-2024 EXTENDED CARE APPLICATION (Preschool- 5th Grade) Extended Care Application Form

Reg. fee paid _____ Check Number _____ Start Date _____

Circle the day(s) for which your child (ren) will be attending:

Morning Care: Monday, Tuesday, Wednesday, Thursday, Friday

After School: Monday, Tuesday, Wednesday, Thursday, Friday

1st Child's Name: Oldest First

First _____ Middle _____ Last _____

Birthday ___/___/___ Gender M F Age _____ Grade _-_____

Does this child have any physical conditions (including allergies)? Y or N

If yes, what? _____

2nd Child's Name:

First _____ Middle _____ Last _____

Birthday ___/___/___ Gender M F Age _____ Grade _____

Does this child have any physical conditions (including allergies)? Y or N

If yes, what? _____

3rd Child's Name:

First _____ Middle _____ Last _____

Birthday ___/___/___ Gender M F Age _____ Grade _____

Does this child have any physical conditions (including allergies)? Y or N

If yes, what? _____

• **Parent/Guardian Information: (REQUIRED)**

Parent / Guardian #1 _____ Relationship to child _____

Daytime phone Numbers _____

Business Name _____ Cell phone _____ - _____

Home Address _____



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Parent/ Guardian #2 _____ Relationship to child _____

Daytime Phone Numbers _____

Business Name _____ Cell phone _____ - _____

Home Address _____

• **Emergency Contact Name & Number Authorized to Pick up your child:**

Any person listed must be at least 18 years old and able to assist in contacting you or take responsibility for the care of your child until you can be reached.

Name _____ Emergency Number _____

Relationship to Child _____

Name _____ Emergency Number _____

Relationship to Child _____

Name _____ Emergency Number _____

Relationship to Child _____

Grade School Students

My child may watch movies with the following ratings:

_____ G- General Audience ___ PG- Parental Guidance suggested

Statement of Agreement

By signing this Extended Care Application, I understand all of the policies and procedures for the Whitefield Academy Extended Care Program. I also agree that all the information provided is correct and I will inform the Extended Care Coordinator of any changes to this as soon as possible.

The school reserves the right to terminate your family from the Extended Care program at any time due to behavior issues, outstanding balance and/or continued late pick-ups.

_____ Parent/Guardian Signature _____ Date

_____ Parent/Guardian Signature _____ Date